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ABSTRACT

Written especially for persons without a library degree who are operating a small urban study or planning agency library on a part-time basis. Subjects covered are: (1) library function and staff function, duties and training; (2) physical layout and equipment of library; (3) establishing and maintaining the library; (4) library administration; (5) classifying and cataloging books; (6) budgets and finance and (7) reference procedures. Sample filing headings, sample pictorial catalog cards, Council of Planning Librarians and exchange bibliographies are included as appendices. (NH)

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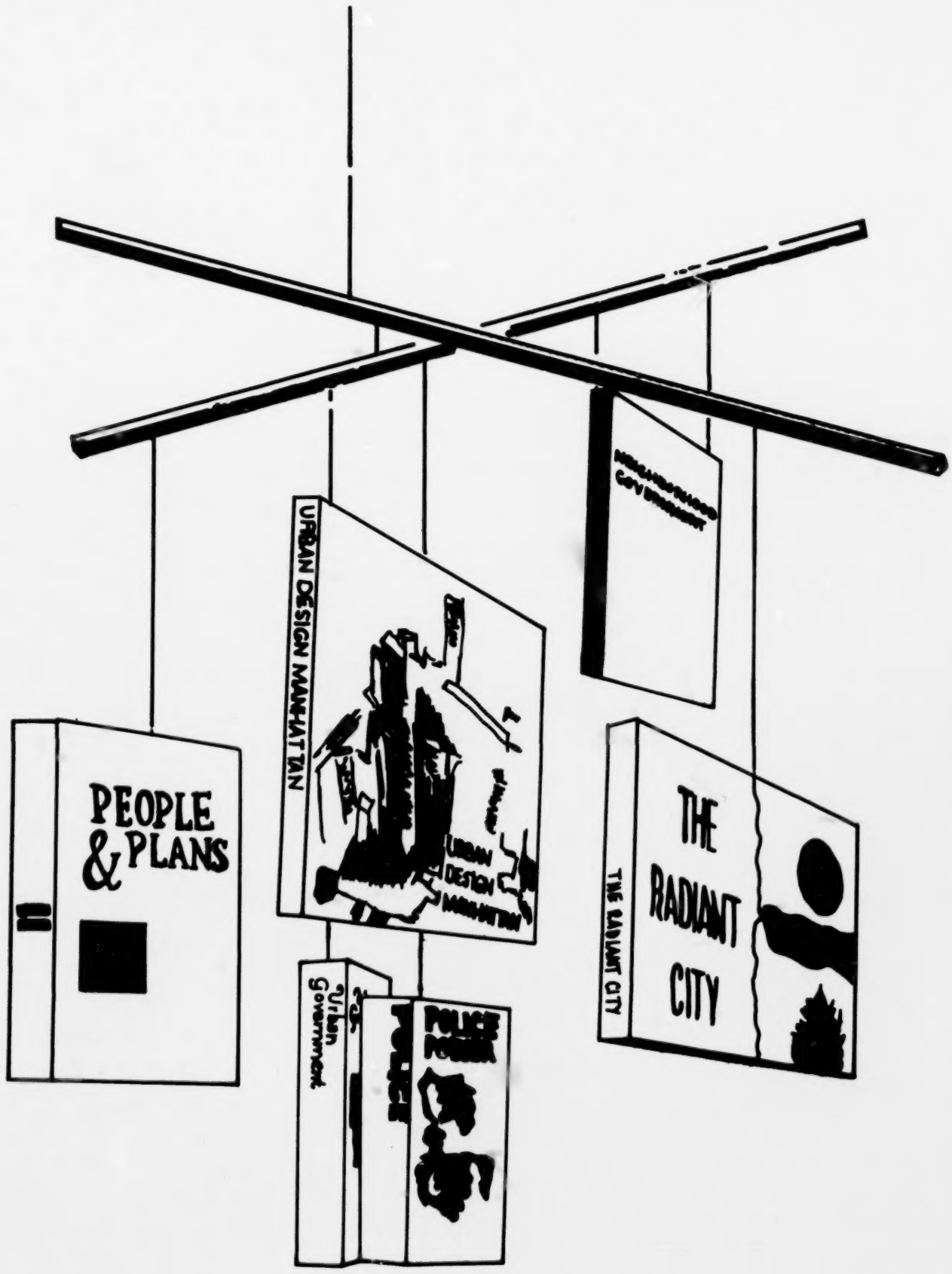
PLANNING AND URBAN AFFAIRS



LIBRARY MANUAL

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PLANNING & URBAN AFFAIRS

LIBRARY MANUAL

Mary L. Knobbe
Janice W. Lessel, Eds.
editors

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INTRODUCTION

This manual is written in particular for those who do not have a library degree and more particularly still for those persons operating a small urban study or planning agency (board or commission) library on a part-time basis--e.g. a research worker or a filing clerk, until such time as the agency is able to hire a full-time professional librarian.

The manual covers such things as the choice of librarian and library location, the acquisition of books and pamphlets and related subjects. The appendices contains additional materials needed by the inexperienced librarian--e.g. simplified cataloging, and a filing heading list with See and See Also references.

It is the hope of the Committee that this will be of aid to those many clerk-typists and researchers who overnight find themselves designated "librarians".

Committee:
Mrs. Mary L. Knobbe
Mrs. Janice W. Lessel
Mrs. Eleanor J. Burt
Miss Barbara Weatherhead

CHAPTER I

LIBRARY FUNCTION AND STAFF FUNCTIONS, DUTIES AND TRAINING

The library should always be considered as a completely separate division of the agency. It should come under the administrative section of the agency.

WHAT A LIBRARY IS AND DOES

Library Function

A library is a collection of books and other printed or graphic materials for the use of a specific clientele which is arranged and administered in such a way so as to meet the needs of that clientele. A library without a librarian is merely a collection of books; it is the librarian who makes the collection meaningful. This library service involves selection, arrangement and classification of materials, subject indexing and the devising of a method to keep track of the various publications so that they are readily available to the planners. It is a vital part of the planning commission as a research tool. To these basic functions, may be added the following as time and money permit:-

- -the compilation of bibliographies on special subjects for special projects,
- -indexing and/or abstracting articles in periodicals,
- -routing periodicals and books to the desks of interested staff members,
- -preparing a periodical check list of acquisitions to be circulated among the agency staff for its information,
- -looking up the answers to specific questions posed by the staff,
- -preparing abstracts of material on specific subjects as needed,
- -preparing actual research studies as requested,
- -developing special subject reference files and indexes,
- -editorial assistance on publications written by the planning staff, and
- -providing personalized service of various types.

WHAT A LIBRARY IS NOT

- -A library does not look after general office files.
- -A library is not a dumping ground for all material and files which other people would like to be rid of.
- -A library is not a means of promoting the special interests of one person or of catering to one person or persons at the expense of the whole agency.
- -A library is not a source of extra clerical help for the rest of the office.
- -A library is not an unimportant part of the agency whose interests are to be sacrificed to every crisis that arises.
- -RUNNING A LIBRARY is not a spare time operation and if it is so considered the result will be a breakdown of service and a complete waste of all previous effort.

WHAT A PLANNING AGENCY SHOULD PROVIDE FOR THE LIBRARY

The agency should provide:-

- -adequate space, allowing for growth;
- -equipment, such as shelves, filing cabinets, typewriters;
- -a definite budget allotment for books, periodicals, and supplies;
- -a librarian whose sole care is the library, at least during the hours assigned; and
- -a definite set of rules of regulations for the use of the library, formulated by the librarian and approved by the head of the agency.

It is recommended that the agency set up a "library committee" to meet at regular intervals with the librarian and to discuss library problems and book needs. This is especially desirable where the librarian is not a professional. The library committee should consist of senior staff members who are not just concerned in one part of the agency's work.

PITFALLS OF ESTABLISHING A LIBRARY

- -Do not try to gather too much material in the beginning. Remember that your library must be geared to fit your agency's needs.
- -Do not try to provide too many services in the library in the beginning; every service takes up quite a bit of time e.g. routing periodicals, compiling bibliographies etc.
- -Keep your library procedures simple.

LIBRARY STAFF

Function of a Library

The librarian's function is:

- -to be familiar with the material in his collection,
- -to have a knowledge of the sources from which such material may be obtained,
- -to keep in touch with other libraries, both in this field and in other fields, in order to fill the occasional request for material in other fields, and
- -to see that his clientele has the information they need when they need it. In the best circumstances, the librarian sits in on the research committee.

Too often in a planning agency, library work is looked on as a soft job. When the librarian is seen looking through a magazine, he is sometimes thought to be loafing. Actually he is checking it for useful articles, assigning appropriate subject headings, and preparing to type cards for the catalog - all time consuming jobs and essential to the efficient running of the library. One of the most frequent causes of breakdown in library services is the drafting of the librarian to help out in other jobs. In order to avoid this happening in your library, the librarian should be assigned to library work only, or, if a part-time librarian is employed, the hours during which library tasks are to be done should be definitely specified and adhered to.

Type of Library Staff

The staff should consist of a librarian who is hired on a full-or-part-time basis. The qualifications of a good librarian are:

-a knowledge of the planning field,
-the ability to do detail work,
-the ability to relate matters one to another,
-a good memory,
-the ability to work well with people,
-willingness and ability to learn library techniques, and,
-typing ability.

Six types of planning library staff:-

1 - Professional Librarian

(a) Full-Time Professional Librarian

Saves time of planning director by being able to operate with a minimum of supervision.

Will have ready-made contacts with other libraries or be able to develop them through professional organizations.

Will be familiar with standard library procedures, cataloging, classification, circulation, etc., and will be able to develop a system to meet the agency needs. Will devote his entire time to the library and not be called on for outside work.

A trained librarian is a trained researcher and could save valuable professional staff time in searching literature for pertinent information.

The agency should be encouraged to employ professional or near-professional help. The librarian should be considered on the same level with that to an architect, lawyer, economist, and planner in the organization. He is a member of the professional staff and should be considered as such or his full value will not be realized. The longer he stays with the agency the more he can contribute to the agency.

(b) Part-Time Professional Librarian

If available, such a position may be an ideal arrangement for a small library. All the work of such a library may be done in a few hours. One difficulty is that the librarian may not be at hand when needed.

(c) Contractional Professional Librarian Service

It may be possible to hire a librarian for your agency on a contract basis from a public library system in your city.

2 - Non-Professional Librarian

(a) A full-time person is desirable with no outside duties. Since this person will probably be a clerical worker, the selection of material for ordering becomes the responsibility of the planning director or of a library committee.

(b) A part-time worker. This is a poor arrangement because it means that the librarian has another job to do which may be more to his liking. In this case, the library work will be pushed aside in favor of the more attractive job or on the other hand, it may work the other way around. In any case, one job will not get the full attention it deserves. If you expect to get good service from your library, it will require constant attention. Any other course will result in a breakdown in service.

(c) If a planner is employed as part-time librarian, he will have the advantage of a knowledge of the field, but he will have to spend a great deal of his time on planning duties and neglect the library.

It is recommended that, if a part-time librarian is employed, definite hours should be fixed for doing the library work and should not be deviated from except in extreme emergencies.

Whichever of the above types is hired, it is important to remember that one additional person in the agency should be trained to take over when the librarian is on vacation, sick, or absent for other reasons.

Duties of Staff

A manual of library duties and procedures should be developed for each library.

(a) Librarian

-plans the physical arrangement of library;
-prepares the library budget;
-selects the library personnel and delegates duties;
-selects and purchases books, periodicals, etc. with the assistance of the senior planners;
-classifies material and supervises the cataloging and indexing of publications;
-does literature searches;
-does correspondence, writes purchase orders, approves bills;
-reviews and abstracts current articles for library bulletin;
-contributes to and renders editorial assistance with the organization's publications;
-attends research conferences of planning agency;
-attends meetings of professional library associations; and
-prepares library reports.

(b) Clerk-Typist

-circulates material, including statistics;
-types library cards, correspondence, orders;
-files cards and pamphlets;
-records and files periodicals;
-looks after binding routines;
-takes inventory of books
-requisitions supplies;
-shelves books; and
-handles interlibrary loans.

Training of Staff

If the employee in charge of the planning agency library is a professional librarian there is much additional knowledge which he should acquire.

At a minimum this knowledge should consist of:

(i) information concerning the organization and instructions as to his duties-to aid in this orientation, a tour of the agency is important.

(ii) knowing what projects or subjects the staff is working with at any given time. Thus, the librarian should be included at staff meetings, this is one way to know what to order and who has priority on the materials after it arrives.

If the employee is not a professional librarian, in addition to an in-service training program and the knowledge gained in the planning field through reading a planning text, it would be wise to take an evening or summer course in library methods or to read a few books on library methods. The local public library will probably have such books. Librarian associations and local public libraries are often helpful as sources of advice on library techniques and special problems.

CHAPTER II

PHYSICAL LAYOUT AND EQUIPMENT OF LIBRARY

The actual layout of the library must be planned with care, as in most cases not much space is assigned to the library--and usually this is undesirable or not suitable fpr offices. A large rectangular space, or an L-shaped one, offers the best possibilities for flexible arrangement of shelving and work and study areas. If possible this space should be centrally located for the users of the library.

The plan for the library should also include facilities for the users of the library, with adequate shelving (including expansion room) and convenient work areas for the staff.

For help in your problems of setting up an agency library, the Special Libraries Association have a consultant service which is pleased to assist you with your problems. Contact the Special Libraries Association headquarters, 235 Park Avenue South, New York, New York, 10003.

EQUIPMENT

Consult the yellow pages of the telephone directory for a list of library suppliers. Often library forms and many interesting and useful brochures are available from the local stationery offices, manufacturers or office supply firms. (See List Below for Library Supply Firms.)

LIBRARY SUPPLY FIRMS AND MANUFACTURERS - U. S. and CANADA

Demco Library Supplies
Box 1488
Madison, Wisconsin 53701

Remington Rand
Library Bureau
801 Park Avenue
Herkimer, New York 13350

Gaylord Brothers
P. O. Box 61
Syracuse, New York 13201

John E. Sjastrom Company
1717 N. Tenth Street
Philadelphia, Penna. 19122

W. R. Ames Company
100 Dempsey Road
Milpitas, California 95035

Virginia Metal Products
The Gray Mfg. Company
Orange, Virginia 22960

Fordham Equipment Company
2377 Hoffman Street
Bronx, New York 10458

Art Metal Inc.
Jamestown, New York 14701

Bro-Dart Industries Ltd.
Eastern Canada
6 Edmondson Street
Brantford, Ontario

Demco McLean Company, Ltd.
925 The Queensway
Toronto, Ontario

Bro-Dart Industries Ltd.
Western Division
200 Donaghy Street
N. Vancouver, B. C.

Basic Equipment Needed:

1. Reading Table(s)-you need 5' between reading tables with chairs, and between tables and shelves. More space should be allowed between tables and vertical files.

2. Storage Area - for books and vertical files. In order to estimate the amount of shelving you need, you can average 7 books to 1 foot of shelving. The shelf size we recommend for a planning agency library is 3' long, 12" high and 14" deep. The shelves may be of wood or steel, but must have adjustable shelves. The passageway between the stacks (book shelving) should be never less than $2\frac{1}{2}$' with an average 3' used if possible.

3. Administration Area - (librarian's desk and surrounding area) The card catalog should be near the librarian's desk. A wood or metal card cabinet (catalog) could be used; it should be equipped with a rod which screws into the front of the drawer.

4. Bulletin Board - to post acquisition lists, newspaper clippings, book reviews, notices of meetings, etc.

5. Typewriter - this should have a removable card attachment and should be either electric or noiseless.

CHAPTER III

ESTABLISHING AND MAINTAINING THE LIBRARY

SCOPE OF COLLECTION

Probably the collection will be mostly a working collection for current agency projects. There may not be space or need to obtain publications for historical research in planning. There should be an attempt to guide the nature of materials acquired to fulfill the purpose of the organization within the budget allowance for the library.

Consider the resources of nearby libraries in deciding what to buy. Realize that expensive materials needed only occasionally may usually be used when needed through special agencies and libraries in the field. Cooperate with other planning agencies in the area, buying expensive planning publications to avoid unnecessary duplicates of the same title.

OTHER SOURCES

Some of the outside sources of assistance to the agency library are a:

...Municipal Reference Library

- -Will probably have more material useful to a planning agency.
- -May be able to place a deposit library collection in the office which will be changed from time to time.
- -May be able to offer cataloging service for the agency's own books, and, if possible, offer part-time librarian service.

...Public Library

- -May be willing to strengthen its planning collection to make it more useful to the agency.
- -Special lending privileges may be arranged.
- -Cataloging, deposit collection and other services may be available.

...Depository Libraries for Public Documents

There are libraries in every state which are depository libraries for federal documents. These libraries also attempt to assemble comprehensive collections of state and local documents.

...Other Libraries

- -Investigate special and private libraries in the vicinity.
- -Make arrangement with those having planning materials in their collections. Possibly the payment of a fee may open a private library to your agency while others may be willing to give limited service free.

Points to Remember

- -Be sure that all borrowing rules and procedures are in writing and explicit on all points.
- -Be sure your staff is thoroughly familiar with these rules and procedures.
- -Be sure that the staff members do not abuse the privileges extended.

About the Collection

Some materials for the library are available free or at a small cost. Some materials can be borrowed for one-time use. Some agency concerns are of recurring importance and require regular acquisition and staff review of publications on the subject.

Bibliographies in the subject of recurring concern should in particular be acquired and examined regularly by the staff.

It is important that pamphlets and other materials be discarded when their current usefulness is past. At intervals the whole collection should be weeded. Materials withdrawn from the agency library could be offered to planning schools or large research libraries in the area.

BASIC BOOKS FOR AN URBAN RESEARCH AND/OR PLANNING AGENCY LIBRARY

The books listed on the following pages are suggested for a basic general collection for an urban research and/or planning agency library. Suggestions for recent books dealing with specific urban problems and functions may be found in the following sources:

International City Management Association.
Municipal Year Book. Section on "Sources of Information." (annual)
Wash., D. C.: ICMA.

U. S. Dept. of Housing and Urban Development. Library.
Books About Cities. Wash., D. C.: U. S. Government Printing Office, 1969.

_____. Housing and Planning References. (bi-monthly)
Wash., D. C.: U. S. Government Printing Office

Books and reports issued by the following agencies are also recommended:

American Society of Planning Offcials
National Recreation and Parks Association
Urban Land Institute

A. GENERAL WORKS ON URBAN SOCIETY, HISTORY, ETC.

Arensberg, Conrad M., and Solon T. Kimball. Culture and Community. New York: Harcourt, Brace, and World, 1965.

Banton, Michael. Race Relations. New York: Basic Books, 1968.

Bendix, Reinhard, ed. Class, Status, and Power: Social Stratification in Comparative Perspective. New York: Free Press, 1966.

Beshers, James M. Urban Social Structure. New York: Free Press of Glencoe, 1962.

Bloomberg, Warner, Jr. and Henry J. Schmandt, eds. Power, Poverty and Urban Policy. Beverly Hills: Sage, 1968. (Urban Affairs Annual Review, V.2) Sage, 1968.

Boskoff, Alvin. Sociology of Urban Regions. New York: Appleton, 1962.

Bresler, Jack B., Ed. Human Ecology: Collected Readings. Reading, Massachusetts: Addison-Wesley Publishing Co., 1966.

Burgess, Ernest W., ed. Contributions to Urban Sociology. Chicago: University of Chicago Press, 1964.

Burgess, Ernest W. and Donald J. Bogue, eds. Urban Sociology. Chicago: University of Chicago Press, 1967.

Canty, Donald, ed. The New City. New York: Praeger for Urban America, Inc., 1969.

Cleaveland, Frederic N. et al. Congress and Urban Problems. Washington, D. C.: Brookings Institution, 1969.

Duhl, Leonard J., ed. The Urban Condition: People and Policy in the Metropolis. New York: Basic Books, 1963.

Duncan, Otis Dudley et al., eds. Metropolis and Region. Baltimore: Johns Hopkins Press for Resources for the Future, 1960.

Eckhardt, Wolf Von. The Challenge of Megalopolis. New York: The MacMillan Co., 1964.

Gans, Herbert J. The Urban Villagers. New York: Free Press, 1962.

Glaab, Charles N., ed. The American City, A Documentary History. Homewood, Ill.: The Dorsey Press, 1963.

Glazer, Nathan and Daniel P. Moynihan. Beyond The Melting Pot. Cambridge: M.I.T. Press, 1963.

Gottman, Jean. Megalopolis: The Urbanized Northeastern Seaboard of the United States. New York: Twentieth Century Fund, 1961.

Green, Constance. American Cities in the Growth of the Nation. New York: Harper & Row, 1965.

Green Constance M. Rise of Urban America. New York: Harper & Row, 1965.

Gutkind, E. A. The Twilight of Cities. New York: Free Press of Glencoe, 1962.

Handlin, Oscar and John Burchard, eds. The Historian and the City. Cambridge: Massachusetts Institute of Technology and Harvard University Presses, 1963.

Jacobs, Jane. The Death and Life of Great American Cities. New York: Random House, 1961.

_____. The Economy of Cities. New York: Random House. 1969.

McKelvey Blake. The Urbanization of America, 1860-1915. New Brunswick: Rutgers University Press, 1963.

McKelvey, Blake. The Emergence of Metropolitan America: 1915-1966. New Brunswick, New Jersey: Rutgers University Press, 1968.

Meyerson, Martin. Face of the Metropolis. New York: Random House, 1965.

Mumford, Lewis. The City in History. New York: Harcourt, Brace and World, Inc., 1961.

Rodwin, Lloyd, Ed. The Future Metropolis. New York: George Braziller, 1961.

Schlivek, Louis B. Man in Metropolis. New York: Doubleday.

Schmandt, Henry I. and Warner Bloomberg, Jr., Ed. The Quality of Urban Life. Beverly Hills: Sage, 1969. (Urban Affairs Annual Review, V.3)

Schnore, Leo F. and Henry Fagin, eds. Urban Research and Policy Planning. Beverly Hills: Sage, 1967.

Scientific American, Inc. Cities. New York: Alfred A. Knopf, Inc., 1965.

Spreiregen, Paul D. (ed.). The Modern Metropolis: Its Origin, Growth Characteristics, and Planning. Selected Essays by Hans Blumenfeld. Cambridge: M.I.T. Press, 1967.

Starr, Roger. The Living End: The City and its Critics. New York: Coward-McCann, Inc., 1966.

Strauss, Anselm L. The American City, a Sourcebook of Urban Imagery. Chicago: Aldine Publishing Co., 1968.

Vernon, Raymond. Metropolis, 1985. Cambridge: Harvard University Press, 1960.

Vernon, Raymond. The Myth and Reality of Our Urban Problems. Cambridge: Joint Center for Urban Studies of Massachusetts Institute of Technology and Harvard University, 1962.

Warren, Roland L., ed. Perspectives on the American Community: A Book of Readings, Chicago: Rand McNally & co., 1966.

Warren, Roland. The Community in America. Chicago: Rand McNally & Co., 1963.

Wirth, Louis. On Cities and Social Life. Chicago: University of Chicago Press, 1964.

Willbern, York. The Withering Away of the City. Bloomington: Indiana University Press, 1966.

DESIGN

Bacon, Edmund N. Design of Cities. New York: Viking, 1967.

Chermayeff, Serge and Christopher Alexander. Community and Privacy: Toward a New Architecture of Humanism. Garden City, N. Y., Doubleday, 1963.

DeChiara, Joseph and Lee Koppelman. Planning Design Criteria. New York: Van Nostrand-Reinhold, 1969.

Gibberd, Frederick. Town Design. 5th ed. rev. New York: Praeger, 1967.

Holland, Laurence B., ed. Who Designs America? Papers presented at a Conference on Design in America, held at Princeton University, Spring, 1964. Garden City, N. Y., Doubleday, 1965.

Lynch, Kevin. The Image of the City. Cambridge, M.I.T. Press, 1960.

Lynch, Kevin. Site Planning. Cambridge, M.I.T. Press, 1962.

Speiregan, Paul D. Urban Design: The Architecture of Towns and Cities. New York: McGraw-Hill, 1965.

ECONOMICS

Isard, Walter, et al. Methods of Regional Analysis: An Introduction to Regional Science. Cambridge, M.I.T. Press, 1960.

Nourse, Hugh O. Regional Economics. New York: McGraw Hill, 1968.

Perloff, Harvey S. and Lowden Wingo, Jr., eds. Issues in Urban Economics. Baltimore, Johns Hopkins Press for Resources for the Future, 1968.

Pfouts, Ralph W., ed. The Techniques of Urban Economic Analysis. West Trenton, Chandler-Davis, 1959.

Schaller, Howard G., ed. Public Expenditures Decisions in the Urban Community. Papers presented at a Conference, May 14-15, 1962 under the sponsorship of the Committee on Urban Economics of Resources for the Future, Inc., Baltimore, Johns Hopkins Press for Resources for the Future, 1963.

Thompson, Wilbur R. A Preface to Urban Economics. Baltimore, Johns Hopkins Press, 1965.

HOUSING

Abrams, Charles. Man's Struggle for Shelter in an Urbanizing World. Cambridge: M.I.T. Press, 1964.

Abrams, Charles. The City is the Frontier. New York: Harper & Row, 1965.

Beyer, Glenn H. Housing and Society. New York: Macmillan, 1965.

Casstevens, Thomas W. Politics, Housing, and Race Relations: The Defeat of Berkeley's Fair Housing Ordinance. Berkeley: University of California Press, 1965.

Congressional Quarterly Service. Housing A Nation. Washington, D. C.: Congressional Quarterly, 1966.

Duncan, Beverly, and Philip M. Hauser. Housing a Metropolis-Chicago. New York: Free Press of Glencoe, 1962.

Eley, Lynn W. and Thomas W. Casstevens. The Politics of Fair-Housing Legislation: State and Local Studies. San Francisco: Chandler, 1968.

Friedman, Lawrence Meir. Government and Slum Housing; a Century of Frustration. Chicago: Rand McNally, 1968.

Grier, Eunice and George. Equality and Beyond: Housing Segregation and the Goals of the Great Society. Chicago: Quandrangle Books, 1966.

Grier, Eunice and George. Privately Developed Interracial Housing: An Analysis of Experience. Berkeley: University of California Press, 1960.

Grigsby, William G. Housing, Markets and Public Policy. Philadelphia: University of Pennsylvania Press, 1963.

Haar, Charles M. Federal Credit and Private Housing: The Mass Financing Dilemma. New York: McGraw-Hill, 1960.

Helper, Rose. Racial Policies and Practices of Real Estate Brokers. Minneapolis: University of Minnesota Press, 1969.

Hunter, David R. The Slums: Challenge and Response. New York: Free Press, 1968.

The Impact of Housing Patterns on Job Opportunities. National Commission Against Discrimination in Housing. New York, 1967.

Kristof, Frank S. Urban Housing Needs Through the 1980's. Washington: National Commission on Urban Problems, GPO, 1968.

Leacock, Eleanor, Martin Deutsch and Joshua A. Fishman. Toward Integration in Suburban Housing--The Bridgeview Study. New York: Anti-Defamation League of B'nai B'rith.

Lubove, Roy. The Urban Community: Housing and Planning in the Progressive Era. Englewood Cliffs, New Jersey: Prentice Hall, 1967.

Mayer, Albert. The Urgent Future. New York: McGraw-Hill Co., 1967.

Meyerson, Martin et. al. Housing, People and Cities. New York: McGraw-Hill, 1962.

Moore, Jean W. and Frank G. Mittelbach. Residential Segregation in the Urban Southwest: A Comparative Study. Los Angeles: University of California, 1966.

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Nevitt, Adela Adam, ed. The Economic Problems of Housing. New York: St. Martin's Press, 1967.

U. S. National Commission on Urban Problems. Building the American City. Wash., U. S. GPO, 1969.

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No. 4 -- The Large Poor Family - A Housing Gap, by Walter Smart et. al., 1968.

No. 5 - The Federal Income Tax in Relation to Housing, by Richard E. Slitor, 1968.

No. 7 - Housing America's Low and Moderate Income Families, by Nathaniel Keith, 1968.

No. 8 - More Than Shelter, by George Schermer Associates, 1968.

No. 9 - Housing Conditions in Urban Poverty Areas, by Allen D. Manvel, 1968.

No. 10 - Urban Housing Needs Through the 1980's: Analysis and Projections, by Frank S. Kristoff.

No. 14 - Legal Remedies for Housing Code Violations, by Frank P. Grad, 1968.

U. S. President's Committee on Urban Housing. A Decent Home. Washington, U. S. GPO, 1969.

_____. Technical Studies - V.I. & V II. Washington, U. S. GPO, 1969.

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American Law Institute. A Model Land Development Code. Philadelphia, The Institute, 1968.

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Haar, Charles M. Land Use Planning: A Casebook on the Use, Misuse, and Re-Use of Urban Land. Boston: Little, Brown, 1959. Supplement, 1968.

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Fitch, Lyle C. and others. Urban Transportation and Public Policy. San Francisco: Chandler Publishing Co., 1964.

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Barnard, Chester I. The Functions of the Executive. Cambridge: Harvard University Press, 1938.

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Emmerich, Herbert. A Handbook of Public Administration. New York: Department of Economic and Social Affairs, United Nations, 1961.

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Rowat, Don. Basic Issues in Public Administration. New York: The Macmillan Company, 1961.

Rubenstein, Albert H. and Chadwick J. Haberstrok (eds.). Some Theories of Organization. Homewood, Illinois: The Dorsey Press, 1966.

Scott, Stanley, Ed. Local Government in a Changing World: A Seminar for City and County Managers, 1965-1966. Berkeley: Institute of Governmental Studies, 1967.

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A. Data Processing

Automated Data Processing in Municipal Government: Status, Problems, and Prospects. Chicago: Public Administration Service, 1966.

Baker, James S. Using Computers in County Government. Information and Education Service Report No. 30. Washington: National Association of Counties Research Foundation, 1964.

Hearle, Edward F. R. and Raymond J. Mason. A Data Processing System for State and Local Governments. Englewood Cliffs, N. J.: Prentice-Hall, Incorporated, 1963.

Isaacs, Herbert H. System Considerations in Building a Metropolitan Data Bank for Urban Research. Santa Monica: System Development Corporation, 1962.

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B. Manpower

Ginzberg, Eli. Manpower Strategy for the Metropolis. New York: Columbia University Press, 1968.

Levitan, Sar A., Siegel, Irving H., (eds.) Dimensions of Manpower Policies, Programs and Research. Baltimore: John Hopkins University Press, 1966.

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C. Ombudsman

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Wilson, Jones Q., (ed.). Urban Renewal: The Record and the Controversy. Cambridge, M.I.T., 1967.

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American Society of Planning Officials. Problems of Zoning and Land-Use Regulation. Prepared for the National Commission on Urban Problems. Washington, D. C., U. S. Government Printing Office, 1968. (National Commission on Urban Problems. Research Report No. 2).

Babcock, Richard F. The Zoning Game; Municipal Practices and Policies. Madison, University of Wisconsin Press, 1966.

Bair, Fred H. and Ernest R. Bartley. The Text of a Model Zoning Ordinance. 3rd ed. Chicago, A.S.P.O., 1966.

Pooley, Beverley J. Planning and Zoning in the United States. Ann Arbor, Legislative Research Center, Law School, University of Michigan, 1961.

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FILMS

American Society of Planning Officials. Motion Picture Films on Planning and Housing. An annotated bibliography. Chicago: ASPO, 1969.

U. S. Department of Housing and Urban Development. Urban Outlook: A Selected Bibliography of Films, Filmstrips, Slides, and Audio Tapes. Washington, HUD, 1969.

B. Suggested General Reference

Columbia Enclopedia, edited by Bridgewater, W. & Kurtz, S. 3rd ed. (1 volume) New York, Columbia University Press.

Congressional Directory. Washington, D. C., Government Printing Office. (Issued at the beginning of each session of Congress).

Manual of Style. Revised, 12th ed. Chicago, University of Chicago Press, 1969.

Municipal Year Book. Washington, D. C., International City Management Association. (Issued yearly in August).

Robert's Rules of Order, by Robert, Henry M. Glenview, Illnois, Scott Foresman & Company, 1970.

Roget's International Thesaurus, by Roget, Peter M. 3rd. ed. New York, T. Y. Crowell, 1962.

The Secretary's Handbook, by Taintor, Sarah A. & Monroe, Kate M. 8th ed. New York, Macmillan, c1958.

Statistical Abstract of the United States, Bureau of the Census. Washington, D. C., Government Printing Office. (Issued yearly).

U. S. Government Organization Manual, General Services Administration. Washington, D. C., Government Printing Office. (Revised annually).

Webster's Third New International Dictionary. Unabridged. Springfield, Massachusetts, Merriam Company, 1968.

World Almanac & Book of Facts, Long, L. editor. New York, Doubleday. (Issued annually).

C. There should also be a collection of books which relate to the particular area. These may need to be only a few titles. Ask the help of the local public library in determining what titles should be in the agency library to help the staff understand the area background.

D. Book Orders and Records
General purchasing regulations of the agency of course apply.

Become familiar with the organizations in the field which offer discounts to members, such as American Society of Planning Officials, and Urban Land Institute, and use their services when appropriate.

The agency can either place orders with a book jobber or agent who will place the order with the publisher, or can order direct from the publisher. On occasion a local book store may be of help.

BOOK JOBBERS

Baker and Taylor Company
50 Kirby Street
Somerville, New Jersey 08876

A. C. McClurg
2121 Landmeier Road
Elk Grove Village, Illinois
60007

Campbell & Hall
1047 Commonwealth Avenue
Boston, Massachusetts 02117

It is possible to purchase government coupons or to open a deposit account with the Superintendent of Documents, Washington, D. C. or the Queen's Printer, Ottawa, Canada to facilitate the purchase of government publications.

Be certain to keep a record of each book ordered, perhaps just a carbon of the letter placing the order is sufficient. Before sending an order, check to be certain it isn't a duplicate!

(For a more detailed order procedure see below.)

Book Order Cards - may be used for ordering.

(i) Multiple copy book order forms are available from library supply dealers. They usually consist of 6 sheets of colored paper interleaved with carbon so that the operation of ordering and keeping track of what has been ordered is greatly simplified.

(ii) Book order cards and book order slips are also available and are quite a bit cheaper than the multiple copy book order form.

CLASS NO.	AUTHOR		L. C. CARD NUMBER
	TITLE		
ACC. NO.			
LIST PRICE	PLACE	PUBLISHER	YEAR
DEALER	VOLS.	SERIES	EDITION
NO. OF COPIES	RECOMMENDED BY	DATE ORDERED	COST
ORDER NO.	FUND CHARGED	DATE RECEIVED	

(iii) Fill in and file the record slip for the order alphabetically by author. When the book comes remove the slip from the order file and add the price and date received. These slips can either be filed in an orders received file or used as an author card in the library catalog.

E. Free Material -

Books - Sometimes a personal letter to a distribution center might result in receiving a book free of charge. Also you often receive donations of planning material from staff members. Review copies of books can be obtained by publishing reviews in the agency's newsletter.

Pamphlets form the bulk of a special library's resources. They are usually free. Copies of speeches are secured from the speaker himself. Pamphlets for which there is a charge may sometimes be obtained on an exchange basis. If the library is placed on an exchange list it is easier and simpler to get copies of reports.

It is a good idea to receive annual and special reports of agencies similar to your own. Establish a list of those agencies and decide how long you wish to keep their reports. This will give you a self-weeding system for the collection.

Also, you will want to receive reports from governmental units within your own area. Ask to be placed on their mailing list.

F. Forms for Requesting and Recording Material

Use a post card request form. (See sample below). Usually just as much material is obtained by a post card as by a form letter and it is cheaper. Keep track of requested material on a separate card which is filed by author. Sometimes a publication which has been requested fails to appear and a follow-up card is used.

Ontario Department of Municipal Affairs,
Library,
801 Bay Street, Toronto 5, Ontario

The Department would greatly appreciate receiving the following for the use of its library.
If there is any charge, please notify us before sending.
Will you please keep this library on your mailing list for similar future publications.

Date:

Barbara Weatherhead,
Librarian.

Ontario Department of Municipal Affairs,
Library,
801 Bay Street, Toronto 5, Ontario.

Date:

Title
Date Vol. No.

According to our records, we have not received the publication noted above. We would appreciate being reinstated on your mailing list. Should there be a charge for any of these publications please note the cost per item so that a formal order for purchase may be placed.

You need to keep track of order records to prevent duplication of uncataloged material.

G. Arrangement of Library Materials

Library materials may be housed on shelves or may be housed some on shelves and some in vertical files. If kept on shelves, pamphlet boxes or metal Princeton files may be obtained from library supply houses (see list on page 6) to hold soft cover materials and may be labeled on the front as to contents. A variety of shelving with steel dividers is also available and some materials may be put into hard covers for protection and support on the shelf.

Vertical files

(i) Size

Legal size files are recommended over letter size because they can accommodate oversized pamphlets and mounted material.

Vertical files range in capacity from one to five drawers high with a four drawer cabinet being the usual. The five drawer cabinet is now finding more favor since they take up very little more room (except in height) than the four drawer cabinet.

Jumbo files are available which are a larger size than the legal file and these are useful for larger material.

(ii) Dividers in Files

There is now offered for sale various dividers and filing aids such as Pendaflex and the "div-i-dex" divider which replaces the customary "follow-block" in vertical file drawers.

For more information on the above please consult the library or manufacturers catalogs.

(iii) Folders

Folders for vertical files should be of good material since they will have hard wear.

Tabs on the folder should be staggered for easier reading, but all major headings should be lined up as should the minor or sub-headings.

Heavy cardboard dividers with raised tabs are useful for major divisions.

2. PERIODICALS

Periodicals constitute one of the important sections of a planning agency library.

(a) Selection - a list of the basic planning periodicals.

SUGGESTED LIST OF PERIODICALS *

THE AMERICAN CITY (M)
Buttenheim Public Corporation
Berkshire Common
Pittsfield, Massachusetts 01201

AMERICAN COUNTY GOVERNMENT (formerly)
COUNTY OFFICER (M)
National Association of Counties
1001 Connecticut Avenue, N. W.
Washington, D. C. 20036

AMERICAN INSTITUTE OF PLANNERS JOURNAL (BM)
American Institute of Planners
917 15th Street, N. W.
Washington, D. C. 20005

ARCHITECTURAL RECORD (M)
McGraw-Hill
330 West 42nd Street
New York, New York 10036

CHALLENGE (BM)
Housing and Urban Development
Consumer Information
451 7th Street S. W.
Washington, D. C.

CITY: A BI-MONTHLY REVIEW OF URBAN AMERICA (BM)
Urban America, Inc.
1717 Massachusetts Avenue, N. W.
Washington, D. C. 20036

COMMUNITY PLANNING REVIEW. REVUE CANADIENNE D'URBANISME (Q)
Community Planning Association of Canada
425 Goucester Street
Ottawa 4, Canada

HOUSING AND PLANNING REFERENCES (BM)
Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

JOURNAL OF HOUSING (11/yr.)
National Association of Housing and Redevelopment Officials
2600 Virginia Avenue, N. W.
Washington, D. C. 20037

JOURNAL OF URBAN LAW (formerly UNIVERSITY OF DETROIT LAW JOURNAL) (Q)
University of Detroit - Journal of Urban Law
651 East Jefferson Avenue
Detroit, Michigan 48226

JOURNAL OF URBAN PLANNING AND DEVELOPMENT DIVISION OF
AMERICAN SOCIETY OF CIVIL ENGINEERS (Q)
345 East 47th Street
New York, New York 10017

LAND ECONOMICS (Q)
University of Wisconsin
Social Science Building
Madison, Wisconsin 53706

LANDSCAPE ARCHITECTURE (Q)
Schuster Building
1500 Bardstown Road
Louisville, Kentucky 40205

LAND-USE CONTROLS: A QUARTERLY REVIEW (Q)
American Society of Planning Officials
1313 East 60th Street
Chicago, Illinois 60637

METROPOLITAN (BM)
Hitchcock Publishing Company
Hitchcock Building
Wheaton, Illinois 60188

METROPOLITAN AREA DIGEST (6/yr.)
State University of New York
Graduate School of Public Affairs
179 Partridge Street
Albany, New York 12203

METROPOLITAN MANAGEMENT, TRANSPORTATION PLANNING (BM)
Hitchcock Publishing Company
Hitchcock Building
Wheaton, Illinois 60188

MUNICIPAL FINANCE (Q)
Municipal Finance Officers Association of United States and Canada
1313 East 60th Street
Chicago, Illinois 60637

NATIONAL CIVIC REVIEW (formerly NATIONAL MUNICIPAL REVIEW (M)
National Municipal League
47 East 68th Street
New York, New York 10021

NATION'S CITIES (M)
National League of Cities
1612 K Street, N. W.
Washington, D. C. 20006

PARKS AND RECREATION (M)
National Recreation and Park Association
1700 Pennsylvania Avenuw, N. W.
Washington, D. C. 20006

PLAN (irreg.)
Journal of Town Planning Institute of Canada
The Inst. Board of Trade Building
11 Adelaide Street West
Toronto 1, Ontario, Canada

PLANNING (ASPO) (M)
American Society of Planning Officials
1313 East 60th Street
Chicago, Illinois 60637

PUBLIC MANAGEMENT (M)
International City Management Association
1140 Connecticut Avenue, N. W.
Washington, D. C. 20036

PUBLIC WORKS (M)
Public Works Journal Corporation
200 South Broad Street
Ridgewood, New Jersey 07450

REGIONAL REVIEW QUARTERLY (Q)
National Service to Regional Councils
1700 K Street, N. W.
Washington, D. C. 20006

STATE GOVERNMENT (Q)
Council of State Governments
1313 East 60th Street
Chicago, Illinois 60637

TOWN AND COUNTRY PLANNING (M)
Town and Country Planning Association
28 King Street
Covent Garden WC 2, England

TRAFFIC DIGEST AND REVIEW (M)
Traffic Institute at Northwestern University
1804 Hinman Avenue
Evanston, Illinois 60204

TRAFFIC QUARTERLY (Q)
Eno Foundation for Highway Traffic Control, Inc.
Saugatuck, Connecticut 06882

URBAN AFFAIRS QUARTERLY (Q)
Sage Publications Inc.
275 South Beverly Drive
Beverly Hills, California 90212

URBAN DATA SERVICE (M)
International City Management Association
1140 Connecticut Avenue, N. W.
Washington, D. C. 20036

URBAN LAND (M)
Urban Land Institute
1200 18th Street, N. W.
Washington, D. C. 20036

URBAN REVIEW (BM)
Center for Urban Education
105 Madison Avenue
New York, New York 10016

U. S. GOVERNMENT PUBLICATION: MONTHLY CATALOG (M)
Superintendent of Documents
Government Printing Office
Washington, D. C. 20402

ZONING DIGEST (M)
American Society of Planning Officials
1313 East 60th Street
Chicago, Illinois 60637

* Prices are not given for the periodicals as they change from year to year. The following abbreviations are used to denote frequency of issue: BM-every two months; M-monthly; Q-quarterly.

This list may, of course, be complemented by periodicals of local or regional interest and by those in which the agency has special need because of its aims and purposes.

(b) Acquisition

Periodicals are acquired by subscription, through memberships in societies and occasionally by gift or exchange. Subscriptions may be placed with a publisher or they may be ordered through a subscription service or agency. Again you may have the choice of ordering through your purchasing department or placing a direct order with the subscription service. A subscription service could be used to look after your needs because:

--all subscriptions come due at once,
--all bookkeeping problems of handling bank drafts, monetary exchanges etc. are dealt with efficiently, and
--all inquiries concerning missing issues can be centralized and efficiently dealt with.

Subscription Agencies

F. W. Faxon, Inc.
15 Southwest Park
Westwood, Mass. 02090

Moore-Cottrell
North Cohocton, New York 14869

Stechert-Hafner Inc.
31 East 10th Street
New York, New York 10003

EBSCO
123 1st Street, North
Birmingham, Alabama 35203

--A very few periodicals can not be subscribed to through a subscription agency. For example periodicals that come with personal memberships in associations -- these few can be placed directly with the society concerned.
--Memberships in societies that publish periodicals can be carried in the name of the librarian--if he is qualified for membership--or in the name of some other staff member, probably the director. If the department or agency is paying for a personal membership, the periodicals which come automatically with membership belong in the library and not with the person holding that membership.
Note--Some periodicals which are received by payment of membership dues may also be secured through subscription --e.g. A.I.P. Journal, Journal of Housing.

--Complimentary Periodicals -- Some periodicals published by industrial companies may be of interest to you in your work, e.g. Bank Newsletters. Some periodicals are sent to libraries on an exchange basis, while for others there is no charge, e.g. --State (Provincial) Planning Departments --Connecticut Planning; other Government Departments--Canada Department of Agriculture, Economic Anna-list; New York State Planning News; C.M.H.C. Bulletins (C.M.H.C. - Central Mortgage and Housing Corporation, Ottawa).

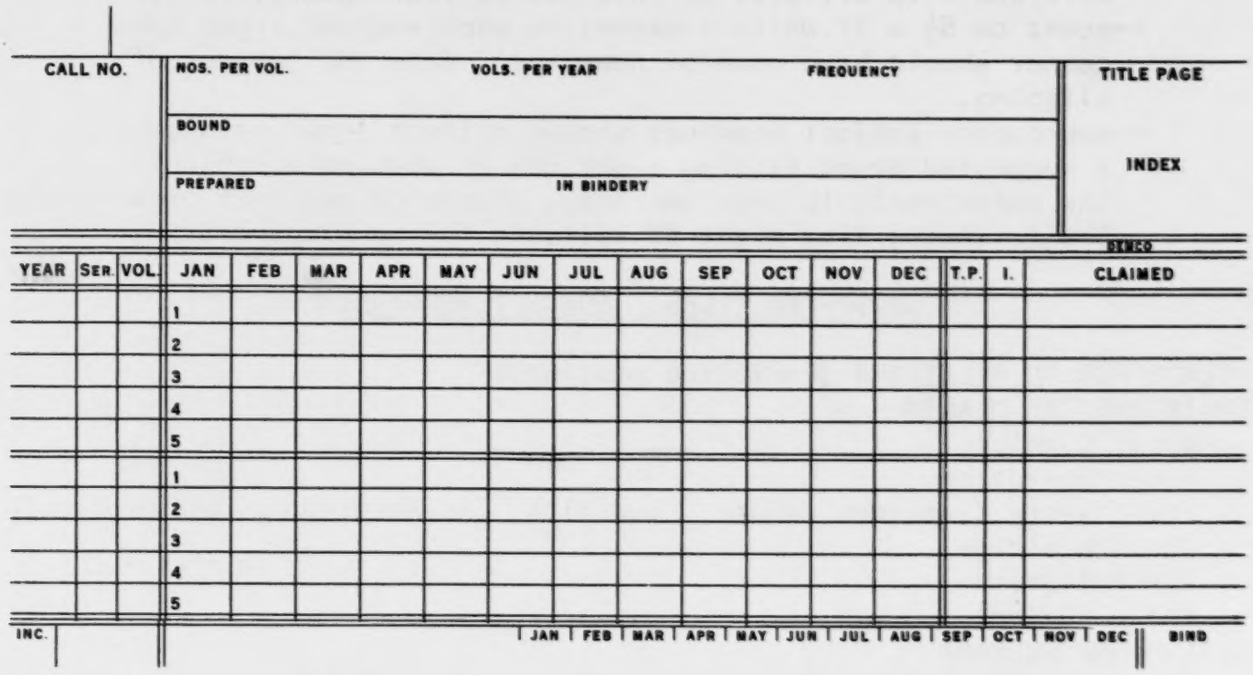
(c) Record of Periodicals

It is practical to maintain the periodical records separately from the book records.

Information to be recorder on card

--exact title (it is important to note any changes in title);
--where and when ordered, period covered by order;
--current volume, number, year, indication of receipt of individual issues and index, date of receipt should be noted;
--notation of special issues;
--notations if volumes in the library, whether bound or unbound or clipped;
--where shelved. The filing of periodicals on the shelf should be the same arrangement as on the check-off or record cards. Commercial library supply companies have printed forms for this purpose.

A sample check-in record form for periodicals is shown below. These forms may be ordered from library supply companies for various time intervals--for example--weekly, monthly and quarterly.



CALL NO.	NOS. PER VOL.	VOLS. PER YEAR	FREQUENCY	TITLE PAGE
	BOUND			INDEX
	PREPARED	IN BINDERY		

BENCO

YEAR	SER.	VOL.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T.P.	I.	CLAIMED
			1														
			2														
			3														
			4														
			5														
			1														
			2														
			3														
			4														
			5														

INC. | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | BIND

(d) Periodicals--Arrangement

File periodicals alphabetically by title or corporate entry:

(i) e.g. title: "The American City" would be filed under A;

(ii) e.g. corporate entry:- "Journal of the American Institute of Planners" would be filed under A;

The purpose is to list a periodical under a distinguishing entry and/or the body most responsible, and this might be varied slightly according to local usage.

(e) Preservation of Periodicals Files

For each periodical the decision must be made whether to preserve permanently, temporarily or discard after circulation.

There are many ways to preserve periodicals intact:

--acropress binding with drilled holes,
--pamphlet boxes or Princeton files,
--direct filing on shelves,
--plastic binding, or
--stitched binding.

Periodicals which are to be bound should be arranged by the volume, not by year, because of the periodical index references.

The title page and index should be placed with each volume, the title page in front, the index at the back.

Special libraries frequently keep a complete set of periodicals for a year and after the last issue clip the most important articles and file these clippings in the vertical file(s) by subject.

3. NEWSPAPERS

All local newspapers should be purchased.
--mark and clip articles of interest to your agency, daily.
--mount on $8\frac{1}{2}$ x 11 white inexpensive paper--upper right hand corner should have name of newspaper, date and subject of clipping.
--newspapers subject headings should reflect local problems--a suggested broad listing might use as your main subjects the departments in your own city, county or regional organization.
--The following list might be suitable for many agencies.

NEWSPAPER FILES: SUBJECT HEADINGS

AGENCY PUBLIC RELATIONS (including meetings)
ENVIRONMENTAL HEALTH
- Water Supply
- Water Pollution
- Solid Waste (includes Refuse, Landfills, Incineration & Junked Autos)
- Storm Drainage
- Air Pollution
- Noise Control

HEALTH AND WELFARE
- Education (includes Schools, Colleges and Head Start)
- Community Health
- Hospitals (including Nursing Homes)
- Social Services (including Job Counseling, Neighborhood Houses and Day Care Centers)
- Anti-poverty
- Employment
- Libraries
- Human Relations

URBAN PLANNING
- Open Space and Outdoor Recreation (including Parks and Acquisition of Park Land)
- Beautification
- Comprehensive Planning (including Master Plans)
- Zoning
- Housing and Urban Development (including Rehabilitation and Urban Renewal)
- New Towns
- Shopping Centers (including Land Development)
- Historic Sites
- Natural Resources and Conservation (including Minerals, Mining & Forests)

PUBLIC SAFETY
- Civil Defense and Disaster Planning
- Fire
- Police
- Traffic Safety
- Codes

Courts
Accident Prevention (includes Poison Control Centers, Shoring Excavation Sites)
Drugs and Alcoholism
TRANSPORTATION
Mass Transit (includes Subways, Buses, Minibuses)
Highways
Parking
Snow Removal
Airports (including Heliports)
LOCAL GOVERNMENT PERSONNEL
GOVERNMENTAL FINANCE (including Budgets)

The length of time newspaper clippings should be kept will depend on storate space available and the individual agency needs. Current clippings should be filed by subject and chronologically within subjects in a vertical file.

Since clippings are of such value historically, you might consider microfilming--each main subject being the heading for one reel of film. If you have a large number of clippings--film each year--if not, perhaps every five years.

4. MICROFORMS

In today's publishing explosion, most agencies are finding the answer to keeping older office records, archives, and reports by microfilming them to save space.

The newspaper clipping microfilm might be a beginning to such a space saver, or if already available, can become a valuable part of the agency's history.

University Microfilm Inc., Ann Arbor, Michigan can supply out-of print material, university thesis and periodicals on film. The cost is less expensive than binding in most of the periodicals. Write to them for their latest Periodicals on Microfilm. See your local public library or university library for Dissertation Abstracts--published monthly; a compilation of abstracts of doctoral thesis; may be purchased either on microfilm or reproduced in bound copies.

Microfilm reader-printers are becoming much less expensive to purchase than formerly--a good reader-printer can be purchased for as little as $345. Check your yellow pages in the telephone book for dealers.

5. MAPS

Maps, except those included as part of a publication should be held by the drafting or graphic arts department. A new librarian should not try to develop a map section, but should be familiar with the maps produced by their own agency and any others being retained in the graphic arts or similiar department.

If maps are considered part of the collection--here are some pointers on dealing with them.

Maps could be cataloged using a card index with a subject or a geographic breakdown, or by a map index such as is produced for topographic or geological sheets. We recommend that maps be filed flat in map cabinets. These horizontal metal map cases are usually 18" x 54" x 54", 5 drawers high to which other units may be added. A new type of map cabinet (Planfiles) is now on the market which is sold by Art Metal Inc., Jamestown, New York. It is available in 6 sizes and saves approximately 35% to 50% floor space. For a library with up to 5000 maps one planfile cabinet is ideal.

6. PICTORIAL MATERIAL (photographs, slides, movies)

Photographs (pictures) are useful for inclusion in reports and newsletters. In the beginning it would probably be too much work for the librarian to deal with this problem.

Pictures could be assembled in manila folders and filed either in vertical files, pamphlet boxes or laid flat in large portfolios. Subject headings could be clearly marked on each folder.

On each picture you should indicate the source (for copyright purposes), the date, and the location.

A picture collection needs frequent weeding.

Slides should be kept in metal filing cases and could be indexed by subject or geographic breakdown.

CHAPTER IV

LIBRARY ADMINISTRATION

ACCESSIONING

1. Preparation for shelves - use a flat bone cutter for uncut pages.
2. Stamping - all material acquired by the library should be stamped:

LIBRARY
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
SUITE 201
1225 CONNECTICUT AVE., N.W.
WASHINGTON, D.C. 20036

The title page, book pocket and perhaps one other page should be stamped in each book or monograph.
Stamp periodicals on cover and table of contents page.
The size of the above stamp fits the narrow end of a postcard and can be used for writing to acquire materials that are free.

3. Labelling the book number or subject matter:
   -with white ink directly on book or pamphlet.
   -with white ink on gummed paper or linen labels, or
   -with black ink on gummed paper or linen labels.
   -use shellac over ink number.
4. Withdrawals
   The withdrawal record should be kept of material lost by borrowers; material missing from its proper place over a long period of time and material which has grown obsolete.

CIRCULATION METHODS

1. Lending Policies
   When establishing lending policies, an agency library must be as liberal as is consistent with good service.

... Books

As long as there is no demand for a book it hardly matters how long an individual keeps it. But as soon as it becomes popular, the librarian must limit its use so that each one who needs it may have a turn. As a general rule a two week loan period for books may be used with a follow up every two weeks on overdues. This will cut down your loss of material. Books which are out on a long-term loan of from six months to a year should be either returned to the library or checked by the librarian every month to insure against loss. Fines are rarely charged for overdue material. Payment for the loss of a book is the general rule.

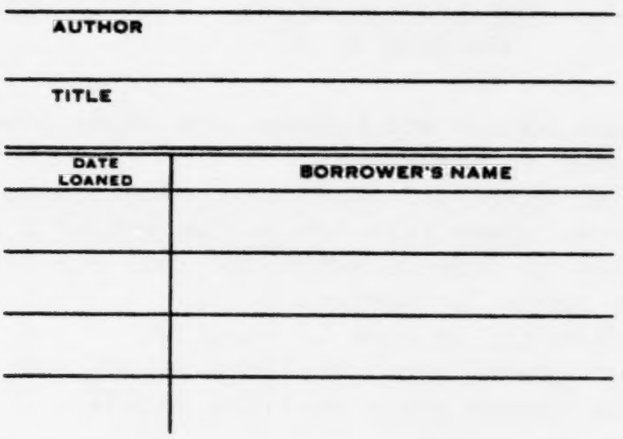
...Reference material

Certain reference books should only be circulated for limited loan periods e.g. handbooks, directories, dictionaries, encyclopaedia and indexes. Reference works that are necessary as individual desk tools should be provided as duplicate copies.

2. Record of Loans

Loan records are kept because it would be impossible after a very short time to remember to whom certain material was loaned.

A simple charging slip is recommended for a small library which is filed by book number or by author's last name if uncataloged.



Some libraries use colored signals (metal tabs) to indicate the week or month when publication is due. Easy to check overdues.
Name, address and phone number should be entered if loaned to public or non-staff.
The date due should be attached to the book if there is a time limit If there isn't a time limit, the date lent should be stamped on a slip attached to the book.
The date due or lent could be stamped on the book pocket, a book slip attached inside the book, or on a card attached to the outside of the book.

3. Circulation and Routing of Periodicals

We recommend the same system as loaning new books, so many days with a check up of all overdues every two weeks. We also recommend that a periodical be loaned to one person at a time and that it be returned to the library before it is recirculated. The usual time for loaning a new periodical is 3 to 5 days.

ARCHITECTURAL FORUM, APRIL, 1970

	OUT	IN		OUT	IN
A. L. S. Nash	____	____	H. Husain	____	____
D. F. Taylor	____	____	C. Zaruyama	____	____
E. A. Gomme	____	____	H. Langer	____	____
A. Viezian	____	____	G. K. Bain	____	____
R. C. Anderson	____	____	A. M. Holmes	____	____
I. Anderson	____	____	T. Laccohee	____	____
A. R. Schmidt	____	____	S. Naiman	____	____
H. Schreiber	____	____	L. Rogan	____	____
M. Death	____	____	J. Pearson	____	____
A-L-2	____	____			

Department of Municipal Affairs
Central Library, Rm. 1107,
801 Bay Street, Toronto, Ontario

-Please return publication promptly to Library so that others may have their turn.
-If you wish us to send this publication to another staff member, indicate below.
-Do not clip - we will make you a copy.

Date Circulated..... Loan Period.....

Name & Room No.	Date Rec'd	Please send to and/or Note Page or Article to Autostat

Do not detach this slip from publication.

Acquisition List

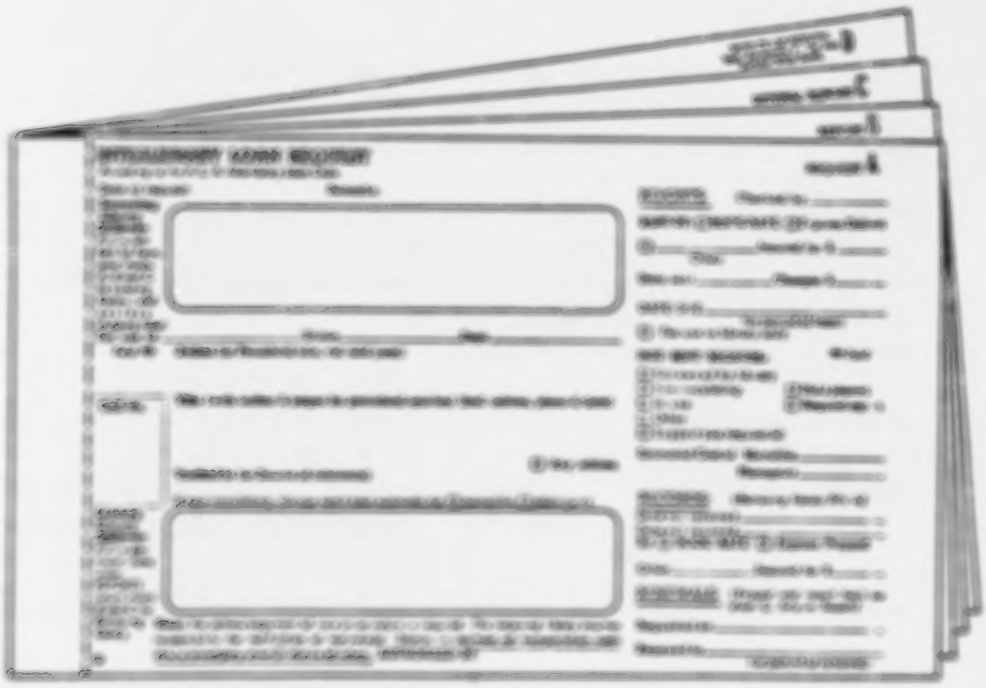
We recommend the compiling of an acquisition list for new periodicals and books. The list should be drawn up every two weeks, with once a week being the preferred time interval. This list could be circulated to the technical staff members and a copy could be posted on the bulletin board.

Display Period for new books and periodicals

As a general policy new books and periodicals should be kept in the library on display for a week before being loaned.

Interlibrary Loans

Most libraries collect selectively not exhaustively and therefore they need to borrow. Interlibrary loans are loans to libraries, not to individuals. In general, requests for loans should be made from libraries that are in the same vicinity. Quite often the lending library will prefer to send a photocopy of a periodical article request. Interlibrary loans forms may be purchased from library supply companies. A sample is shown below.



Location of Bibliographic Sources of Material

Examine the library resources in your area.

Special Circulation Procedures and Policies for lending material to people outside your agency e.g. to the public in general, to students, or planning consultants. A special group which should be catered to are the information officers of local public housing and urban renewal agencies. Extending borrowing privileges to such a group and to others in related fields is a good way of acquiring good working relationships.

A policy should be decided on by your agency on how to handle requests from the above groups to borrow library materials. In fact, it is a good idea to draw one up to use if necessary when dealing with the public, if you are a governmental agency.
Such things as

-who may borrow,
-length of borrowing period,
-type of material to be loaned, and
-do you provide a photocopy service free or for a fee, should be decided upon.

Be sure to have a firm written policy on this matter, supported by your superiors to ensure continued good public relations. This policy may be revised, of course, as circumstances change. A little phamplet on the library's policies and procedures could be drawn up and distributed to the technical staff of the agency and be available to show or give to the public.

Loss of Library Material

To guard against loss of library material it is tne policy of some organizations to require an employee to get a clearance slip from the library when leaving the organization before final payment.

Public Relations

The library should consider the importance of maintaining good public relations. They are involved in every letter, telephone or personal contact with the agency's staff or with the public. Comments on the library should be solicited and heeded. It is always important to remember that the library is a service organization.

Some of the ways to improve your library's public relations are by exhibits, posters, acquisition lists, reading lists and bibliographies.

....Library's Annual Report

A clear account of the activities of the library should be written each year. Material which might be included in such a report is:

Statistics

-on reference services,
-circulation,
-finance, and
-additions to collection.

Special projects

-displays, and
-lectures and conferences attended.
-(Note: The librarian should attend at least one library conference a year.)

Bibliographies

-titles of new bibliographies compiled.

This report should give a good perspective to the librarian and to the library committee when viewing changes in the composition of the collection, the character of the requests for service, or in the type of patron. These factors may indicate that changes are needed in library policy and services.

CHAPTER V

CLASSIFYING AND CATALOGING

When a book[1] is received, it is necessary to record certain technical information about the book and to classify the subject content in such a way that the book can be easily retrieved by subject, author, title, etc. when needed. The procedures used in doing this are referred to as "cataloging" and "classifying".

Cataloging

This refers to making a written description of certain technical information and placing this recond on a 3" by 5" card so that it can be interfiled with records or other books.

Experience will help the non-professional librarian in using short cuts in cataloging.

1. Aids in Cataloging

   --read instructions
   --read the preface
   --read the table of contents

2. What to Put on the Catalog Cards

   --most of the information is found on the title page, e.g. author, title, edition, publisher. (See examples of catalog cards - Appendix B).

   Other Information Needed

   --date of publication (usually found on back of the title page, though sometimes on the title page)
   --number of pages
   --bibliography - (if a publication has a good bibliography this should be noted)
   -- Maps - (if a map is included in a book pocket it should be noted on the card)

At first all the above information may seem unnecessary to include on a simple catalog card. But you will find that as your library expands you will need as complete a card as you can make.

---

1. "Book" is defined as any book, report, document, pamphlet, etc. which one might choose to catalog.

3. Tracing

This is a record of all added entry cards made for the book. It is usually entered on the face of the main entry (author) card.

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2. Glossary of terminology used in cataloging:

Added entry - a secondary catalog entry, i.e., any other than the main entry. There may be added entries for editor, translator, title, subjects, etc. Added entries usually appear in an abbreviated form.

Corporate Entry - an entry under the names of bodies or organizations for works published in their name or by their authority.

Cross Reference - a direction in a catalog, from one of several headings under which an entry might be sought, to the heading adopted, or to draw attention to other headings under which related material is entered. The terms see and see also are used in cross references.

Entry - the record of a book in a catalog or list.

Main Entry - the full entry, as a rule the author entry. In a card catalog the main entry contains (generally on the face) a record of all the other entries made for the work in question.

Title - the name of the book which appears on the title page.

Title-page - the page at the beginning of a book on which is printed the title, author, publisher, editor and date.

Tracing - In a card catalog the record on a main entry card indicating the headings under which added entries for that work are filed. Useful information for making alterations or withdrawals of cards from catalog.

4. Government Documents

--Government documents should be cataloged with subject and author cards

PERIODICALS

We suggest that periodicals be arranged alphabetically by title or corporate author: -- The American City - under A; Journal of the American Institute of Planners - under A.

The articles, in a periodical which is retained by a library, should be cataloged and the cards interfiled by subject and author if the library does not subscribe to the periodical indexes in which the journals being retained are indexed.

CLASSIFICATION SYSTEM

One of the first problems that a new library has to resolve is the choosing of a classification system. A classification system is simply defined is a subject outline, with each place in the outline having a numerical code. Picking the spot in the outline into which the book fits and assigning that number to the book is the process of classification. The number assigned is the "call number." If your library is part of a larger system or if you have your catalog cards typed by another organization, such as a Municipal Reference Library or a Public Library, you then follow the system of the parent organization. Most of the larger libraries use the Dewey Decimal System or the Library of Congress System. While neither of these systems are entirely adequate for the materials cataloged in an urban affairs or planning library, they can be adapted and expanded to cover the material which is retained by such libraries. Other Classification systems which might be used are to be found at Case-Western Reserve University, Graduate Library School, Cleveland, Ohio. A very recent system of especial applicability is the NLC/USMC Library Classification System: A Classification Index for an Urban Collection. Washington, D. C.: National League of Cities/U.S. Conference of Mayors, 1968.

SUBJECT HEADING LISTS

Subject headings are single words or several words which describe the content of a book. One book may contain any number of concepts which you will wish to bring to the user's attention by making entries under the relevant subject heading. Some aids to formulating subject headings are:

Library of Congress Subject Heading List
HUD Library Subject Heading List
Project URBANDC Thesaurus
Urban Thesaurus (developed by the Kent State University Center for Urban Regionalism)

Library warrant
NLC/USCM Library Classification System

The subject heading lists shows where to find material on any specific subject, and through cross-references where related subjects are to be found.

A subject heading control list should be maintained either on cards or on a loose-leaf list. It must contain all cross references and see also references.

Definitions of hard-to-understand headings should be entered on a list.

CHAPTER VI

BUDGET AND FINANCE

BUDGETS

The library should systematically maintain a record of expenditures for books, periodicals, any materials, supplies, equipment, furniture, salaries, fringe benefits, etc. and expenditures such as telephone, reproductions, postage, messenger service and office equipment and supplies of a non-library nature. The latter named expenditures are usually kept by the organization rather than the library, but for budgeting purposes this information should be made available to the librarian. A yearly report of expenditures should be made to the officers of the organization, along with a proposed budget for the following year. The proposed budget should reflect the increase in salaries for staff as well as the projected expenditures for library materials and for new services, staff, etc.

The budget document should contain the aims, purposes, and objectives of the library plus a clear explanation of the methods the librarian expects to use to develop the program. The supporting statement should include statistical summaries of circulation and accessions, together with illustrations of the types of references and research questions received.

The statement of justification should also describe the present condition of the library, pointing out the places where it is weak and needs bolstering.

A useful aid to the librarian in watching and controlling expenditures are periodic cost statements which can easily be furnished by the accounting office each month.

CHAPTER VII

REFERENCE PROCEDURES

A thorough knowledge of the type and scope of research being carried on by staff members in necessary as is a knowledge of the basic reference documents in the disciplines represented in planning and urban affairs research. Constant review of the current literature is necessary as is keeping abreast of new general reference works. Acquire or compile bibliographies on subjects of concern to your staff.

In answering reference questions, the first step is to understand exactly what is asked for and why. Time is saved by discussing the question before starting to find the answer.

Whenever a reference question involves an extensive search, a record of progress and results of publications searched should be kept. The same is true of simple information questions. Many are asked repeatedly. Keep a record with question and answer or source for answer noted.

APPENDIX A

Sample Filing Headings

A constant problem facing the planner in the small agency is how to file, and then find at a later date, material which he needs. Typically, the small planning agency does not have a trained and skilled librarian to handle this task. Consequently, the planner must develop a system and supervise its operation or, more likely, delegate this task to an aide or secretary.

This chapter seeks to outline a filing heading list designed for the smaller planning agency. The rationale behind the list is not complicated and stresses a system which is keyed to the major operational tasks of most smaller agencies: (1) preparing planning studies; (2) administering various developmental controls; (3) serving as a clearinghouse for the governmental jurisdiction; and, (4) providing technical data and expert advice to other departments, agencies, commissions and the public. While this list is not exhaustive it attempts to describe the types of activities to which most smaller planning agencies devote the majority of their time.

The filing heading list is limited to a number of key items. These are the headings under which the material will actually be filed. When new material is received, it should be immediately classified under the most appropriate heading. If there is a question about how the material should be classified, consult the list of cross references which appear below. Another possibility would be to reference to the bibliographical source from which the material first came to the planner's attention. The filing heading under which the material will be filed should be clearly written on the outside cover of the study, pamphlet or book. If for some reason it is impossible to write on the outside cover, write the heading on the next useable page.

Some filing headings may be used more extensively than others; a few headings may not be needed initially but be required later; other headings may not be needed at all and can be ignored. If a new filing heading can be added and make the system better, do so; the filing heading list should not be so permanent as to be inflexible. The new entry should be written into the list for future reference.

A cross reference list is included along with the suggested filing headings. Often it will be difficult to remember precisely where information was filed. Consequently, additional headings are included utilizing terms for which material will often be requested. A supplementary subject heading if followed by the directive "see" and the appropriate subject heading to be used for filing the material.

An example of this system is shown below:

AESTHETICS see URBAN DESIGN

There is no filing heading for material dealing specifically with aesthetics. This material will be found under the official filing heading of urban design. The supplementary headings will assist in finding the material needed. When more than one filing heading follows a cross reference, material on the reference might logically be filed under either or both headings.

(Submitted by) CURRY PEACOCK
Assistant Professor, Middle Tenessee State Univ., and former Chief, West Tenn. Office, Tennessee State Planning Commission

SUBDIVISIONS OF FILING HEADINGS

Filing headings may be further divided for greater specificity by the addition of subheadings of the following categories:

Place - Geographic headings
Time - Specific dates or block of time
Form - Physical form of material
Arrangement of data - Form of presentation of intellectual content of material

EXAMPLES:

Place - URBAN RENEWAL -- NEWARK, N. J.
Time - URBAN RENEWAL -- 1960-70.
Form - URBAN RENEWAL -- PHOTOGRAPHS
Arrangement of data - URBAN RENEWAL -- CODES AND ORDINANCES.

SPECIFIC EXAMPLES OF SUBDIVISIONS

Annual reports
Bibliographies
Codes and Ordinances
Directories
Legislation

CROSS REFERENCE LIST INCLUDING FILING HEADINGS

A. D. P. see ELECTRONIC DATA PROCESSING

AERIAL MAPPING AND PHOTOGRAPHY see MAPS AND MAPPING

AESTHETICS see URBAN DESIGN

AGED

AGRICULTURE

AIR POLLUTION see POLLUTION

AIR RIGHTS see (1) ZONING (2) LAND USE

FILING HEADING LIST

AGED

AGRICULTURE

AIRPORTS

ANNEXATION

AUDITORIUMS

AUTHORITIES AND SPECIAL DISTRICTS

BUDGETING

BUSINESS

CENSUS

CENTRAL BUSINESS DISTRICTS

CHARTERS

CITIZEN PARTICIPATION

CIVIC AND CULTURAL CENTERS

CIVIL DEFENSE

CONSTRUCTION

CORRECTIONAL INSTITUTIONS

ECONOMIC ANALYSIS

EDUCATIONAL INSTITUTIONS

ELECTRONIC DATA PROCESSING

EMPLOYMENT

FRINGE AREAS

FUNERAL HOMES

GOVERNMENT

HIGHWAYS

HISTORIC AREAS

HOUSING

INDUSTRIAL DISTRICTS

INDUSTRY

LAND

LAND USE

MAPS AND MAPPING (MAPS may also be used as a subdivision)

MEDICAL DISTRICTS

MEDICAL FACILITIES

MUNICIPAL SERVICES

NATURAL RESOURCES

NEIGHBORHOODS

NEW TOWNS

NUISANCES

PARKING

PLANNING

POLLUTION

POPULATION

POVERTY

PUBLIC HEALTH

PUBLIC UTILITIES

RECREATION AND OPEN SPACE

RECREATIONAL FACILITIES

RELIGIOUS FACILITIES

SHOPPING CENTERS

STREET NAMING-PROPERTY NUMBERING

SUBDIVISIONS

TAXATION

TRAFFIC AND TRANSPORTATION

URBAN DESIGN

URBAN RENEWAL

WATERFRONTS

ZONING

CROSS REFERENCE LIST
INCLUDING FILING HEADINGS

A.D.P. see ELECTRONIC DATA PROCESSING

AERIAL MAPPING AND PHOTOGRAPHY see MAPS AND MAPPING

AESTHETICS see URBAN DESIGN

AGED

AGRICULTURE

AIR POLLUTION see POLLUTION

AIR RIGHTS see (1) ZONING (2) LAND USE

AIR TRANSPORTATION see TRAFFIC AND TRANSPORTATION

AIRPORT NOISE ABATEMENT see NUISANCES

AIRPORT ZONING see ZONING

AIRPORTS

ANNEXATION

ANNUAL BUDGET see BUDGETING

APARTMENTS see HOUSING

APPALACHIAN PROGRAM see PLANNING

AREA DEVELOPMENT see PLANNING

AUDITORIUMS

AUTHORITIES AND SPECIAL DISTRICTS

AUTOMATIC DATA PROCESSING see ELECTRONIC DATA PROCESSING

AUTOMATION see ELECTRONIC DATA PROCESSING

AUTOMOBILE JUNKYARDS see (1) LAND USE (2) URBAN DESIGN

AUTOMOBILES see TRAFFIC AND TRANSPORTATION

BEACHES see WATERFRONTS

BILLBOARDS see URBAN DESIGN

BOARD OF ADJUSTMENT see ZONING

BOARDS OF APPEAL see ZONING

BUDGETING

BUILDING see CONSTRUCTION

BUS TERMINALS see (1) LAND USE (2) TRAFFIC AND TRANSPORTATION

BUSES see TRAFFIC AND TRANSPORTATION

BUSINESS

BUSINESS DISTRICTS see CENTRAL BUSINESS DISTRICTS

C B D see CENTRAL BUSINESS DISTRICT

C.R.P. see URBAN RENEWAL

CAMPUS PLANNING see EDUCATIONAL INSTITUTIONS

CAPITAL BUDGETS see BUDGETING

CARS see TRAFFIC AND TRANSPORTATION

CEMETERIES see (1) LAND USE (2) ZONING

CENSUS

CENTRAL BUSINESS DISTRICTS

CHARTERS

CHURCHES see RELIGIOUS FACILITIES

CITIZEN PARTICIPATION

CITY CHARTERS see CHARTERS

CITY GOVERNMENT see GOVERNMENT

CITY PLANNING see PLANNING

CIVIC AND CULTURAL CENTERS

CIVIL DEFENSE

COLLEGES see EDUCATIONAL INSTITUTIONS

COMMUNITY APPEARANCE see URBAN DESIGN

COMMUNITY RENEWAL PROGRAM see URBAN RENEWAL

COMMUTING see TRAFFIC AND TRANSPORTATION

COMPREHENSIVE PLANNING see PLANNING

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DAMS see NATURAL RESOURCES

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VARIANCES see ZONING

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WATERFRONTS

WORKABLE PROGRAMS see URBAN RENEWAL

ZONING

ZONING ORDINANCES see ZONING

GENERAL DIRECTIONS

TYPING

It is worth the time it takes to have a neat card in the catalog. Corrections on cards should be made with Correction Tabs, or any similar product, this allows one to correct typing errors without erasing. Keep the typewriter keys clean so the letters are not clogged.

CAPITALIZATION

Capitalization is kept to a minimum.

Capitalize as follows:

A title that is associated with a name; as Senator Douglas and President Adams.

Names of languages, races, tribes, etc; as, Greek and German and Iroquois.

Names of holidays, days of the week and months of the year.

First letter in words which designate the names of conferences, departments of governments, historical events, etc.; as, Department of Defense and Conference on Asian Affairs.

First letter of important words which refer to names, national or international groups, documents; as, Declaration of Independence and United Nations.

Words refereing to God or to the Bible, also Buddha, The Koran, etc.

Names of periodicals.

Names of geographical areas which refer to definite parts of the world; as, The Near East and The Orient and The West.

Words showing direction are not capitalized; as, The west and southwest.

Capitalize only the first word of title of book unless it includes any of the above rules.

Abbreviations

Follow spacing and punctation as indicated.

author, joint	jt.au.	set up as	Boyd,Julian Deigh,jt.au.
authors, three or more	et al.	set up as	Boyd,Julian Deigh,et al.
compiler	comp.	set up as	Boyd,Julian Deigh,comp.
editor	ed.	set up as	Boyd,Julian Deigh,ed.
editor, joint	jt.ed.	set up as	Boyd,Julian Deigh,jt.ed.
editors, three or more	et al.,eds.	set up as	Boyd,Julian Deigh,et al., eds.
illustrator	illus.	set up as	Boyd,Julian Deigh,illus.
translator	tr.	set up as	Boyd,Julian Deigh,tr.
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no place of publication	n.p.
no date	n.d.
volume # as on shelf list	v.1.
volume # in body of card	1v.
volume one, part one	v.1 pt.1
two volumes in one	2v.in 1

Chapin, F. Stuart, Jr.
Urban land use planning. 2d ed. Urbana, Ill.,
U. of Illinois Press, 1965.
498p.

title
LAND USE PLANS
ECONOMIC BASE

AUTHOR CARD

Urban land use planning
Chapin, F. Stuart, Jr.
Urban land use planning. 2d ed. Urbana, Ill.,
U. of Illinois Press, 1965.
498p.

title
LAND USE PLANS
ECONOMIC BASE

TITLE CARD

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Chapin, F. Stuart, Jr.
Urban land use planning. 2d ed. Urbana, Ill.,
U. of Illinois Press, 1965.
498p.

title
LAND USE PLANS
ECONOMIC BASE

SUBJECT CARD

American Society of Planning Officials.
Problems of zoning and land-use regulation, for the National Commission on Urban Problems. Research Report #2. Washington, D.C., Gov't. Print. Off., 1968.
80p.

title
ZONING
LAND-USE
National Commission on Urban Problems.

PROFESSIONAL ORGANIZATION

North Central Texas Council of Governments.
Law enforcement and criminal justice for North Central Texas...a report from the Citizens Study Committee for Law Enforcement. Arlington, Texas, 1968.
110p.

title
COUNCIL OF GOVERNMENTS
CRIME
Citizens Study Committee for Law Enforcement

GOVERNMENTAL UNIT

Little, Arthur D., Inc.
Cost-effectiveness in traffic safety. New York, Praeger, c1968.
167p.

title
TRAFFIC
ACCIDENTS
SAFETY

CONSULTANT

Knobbe, Mary L., ed.
Planning and urban affairs library manual, edited by Mary L. Knobbe and Janice W. Lessel. Revised. Urbana, Ill., Council of Planning Librarians, 1970.
100p., illus.

EDITOR

title
Lessel, Janice W., jt. ed.

Lessel, Janice W., jt. ed.
Knobbe, Mary L., ed.
Planning and urban affairs library manual, edited by Mary L. Knobbe and Janice W. Lessel. Revised. Urbana, Ill., Council of Planning Librarians, 1970.
100p., illus.

JOINT EDITOR

title
Lessel, Janice W. jt. ed.

American Society of Planning Officials
Planning. Chicago.

Library has: 1961, 1963, 1965-to date

(Selected papers from the ASPO National
Planning Conference)

Bureau of the Census, Commerce Department
Statistical abstract of the United States.
Washington, D.C., GPO.

Library has: 1959, 1961- to date

Council of State Government
The book of the States. Chicago,

Library has:1962-63, 1963 Supplement,
1966-to date

CONTINUATION CARDS

Bureau of Labor Statistics, Labor Department
Tomorrow's manpower needs... Bul. #1606
Washington, D.C., GPO, 1969.
4 vols.
V. I Developing area manpower projections.'69.
V. II National trends and outlook; industry employment & occupational structure.
V.III National trends and outlook: Occupational employment.
V. IV National industry-occupational matrix and other manpower data.

Continued--

Card 1

2

title
MANPOWER
LABOR FORCE
ECONOMIC BASE

Card 2

MAJOR STREET PLANS

see

HIGHWAYS
TRAFFIC AND TRANSPORTATION

REAL ESTATE

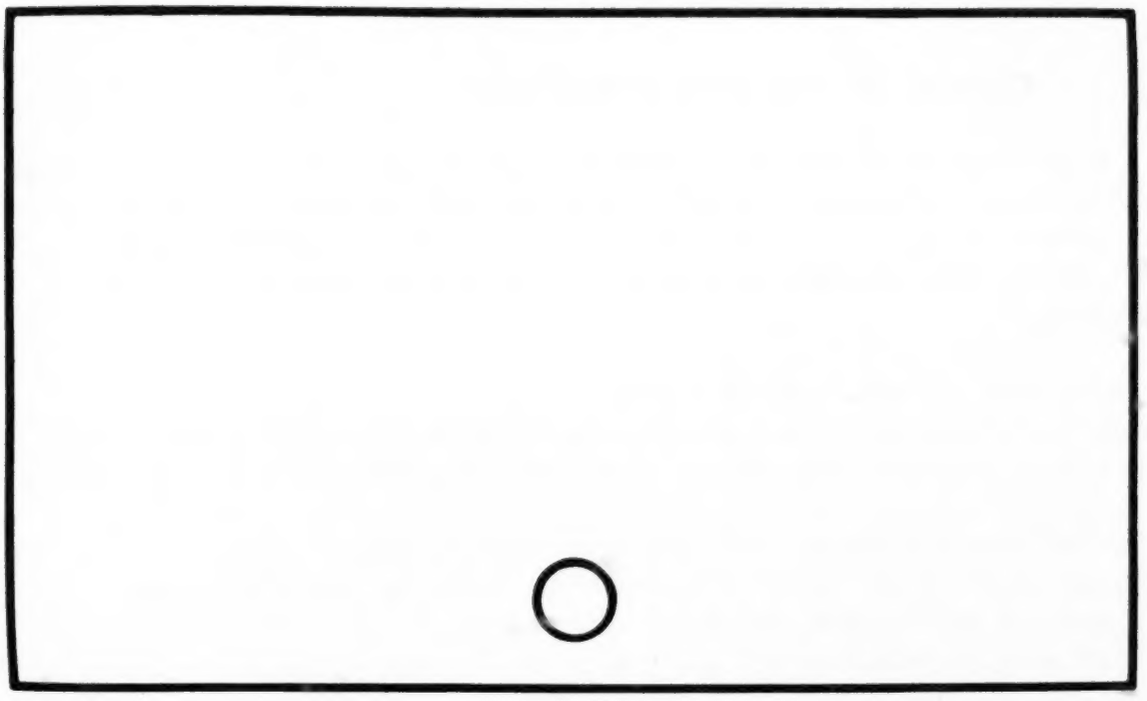
see also

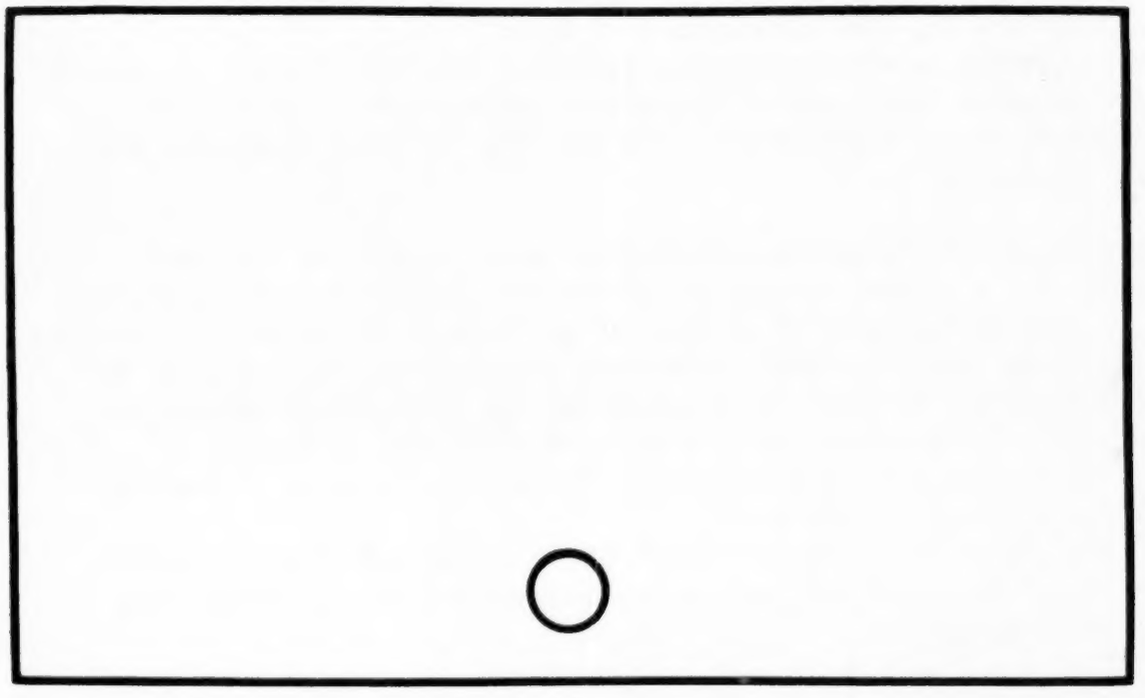
LAND USE
HOUSING

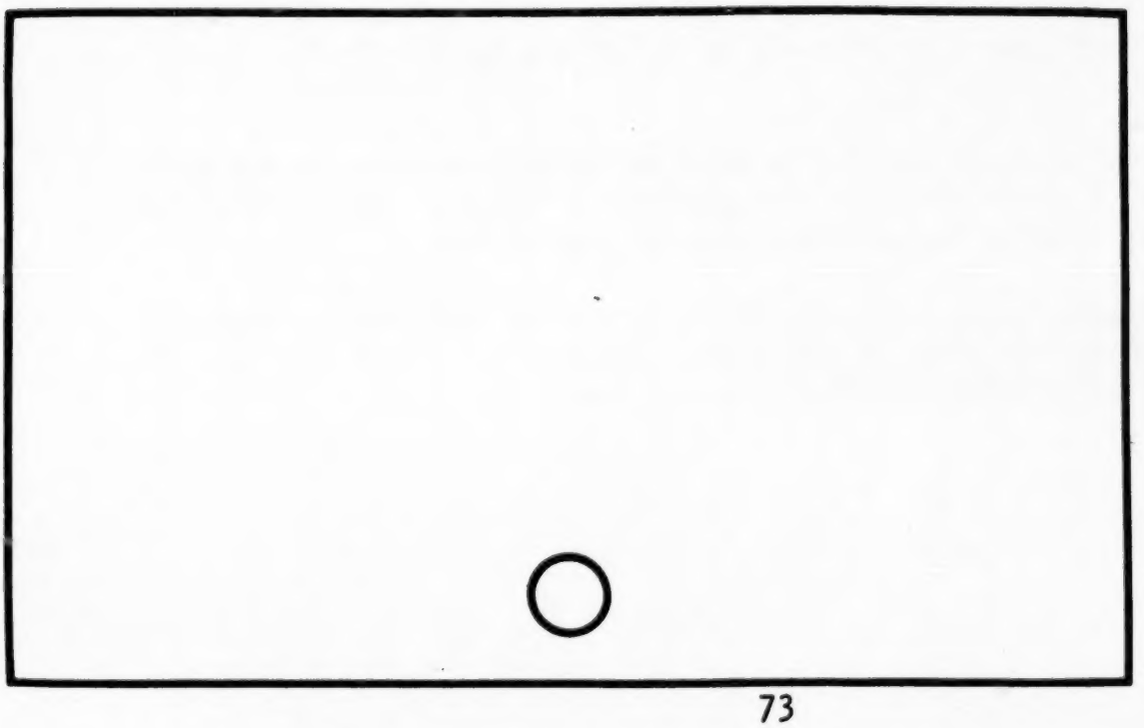
INTERCHANGES

see

HIGHWAYS
TRAFFIC AND TRANSPORTATION







APPENDIX C

COUNCIL OF PLANNING LIBRARIANS

I. WHAT

The Council is an internationally organized group of librarians, faculty, professional planners, public and private planning organizations, and others interested in problems of library organization and research and in the dissemination of information about city and regional planning.

II. PURPOSES

The primary purposes of the Council are:

A. To exchange information about professional practices in libraries with particular concern for those practices peculiar to planning libraries.

B. To provide fellowship among its members and an opportunity for librarians to meet with other librarians, faculty, professional planners, public officials and vice versa.

C. To formulate and to administer projects which the Council decides are of service to the planning profession and librarianship.

D. To act in an advisory capacity on library organization for new planning programs in institutions and agencies.

E. To aid and support administrators, faculty and librarians in their efforts to educate the public and their appointed or clerical representatives to the necessity for strong library programs in support of planning.

III. HISTORY

An ad hoc Committee of Planning Librarians was organized in 1957 following study by a select group of planning librarians and others of a series of "Working Papers" prepared by Holway R. Jones, Librarian, formerly of the City and Regional Planning Department, University of California, Berkeley. Papers were prepared on "Suggested Organizational Structure", "Suggested Projects", "A Plan for a System of Exchange Bibliographices", and "Library Standards in City Planning: a Proposed Self-analysis Program."

At the 1960 meeting held October 23-24 in Philadelphia, the Council of Planning Librarians was formed as an outgrowth of the Committee of Planning Librarians.

Meetings of the Committee, and later the Council, have been held in connection with the annual conference of the American Institute of Planners of the American Society of Planning Officials.

IV. MEMBERSHIP

Membership is open to any individual or institution upon written application to the Treasurer and payment of dues. An institution shall be represented by one designated individual.

V. DUES

Individual membership dues are $6.00 per year and institutional membership dues are $35.00 per year, payable on the first day of January and delinquent 90 days thereafter.

VI. MEETINGS

An annual business meeting is held once each year. Other business meetings of the Council may be held at the call of three members of the Executive Committee. Other meetings with programs of special interest to members are arranged by the Vice-President to coincide with the time and place of the annual business meeting, or at some other time and place if approved by a majority of the Council membership.

VII. PROJECTS

For information about current projects write to: Council of Planning Librarians, Box 229, Monticello, Illinois 61856

VIII. OFFICERS

President, Vice-President, Secretary, Treasurer, Member-at-Large, Past President.

APPENDIX D

Council of Planning Librarians EXCHANGE BIBLIOGRAPHIES
Post Office Box 229, Monticello, Illinois 61856

LIST OF BIBLIOGRAPHIES IN PRINT - JANUARY 1970

#10. Ideal Forms of Cities: An Historical Bibliography, by Phyllis W. Ingersoll. 1959. 67p. $5.00.

#19. History of City Planning, by Prof. Thomas W. Mackesey. 1961. 58p. $5.00.

#33. Planning Theory, by Prof. Herman G. Berkman. 1967. 14p. $1.50.

#34. State Outdoor Recreation Plans, by Mary Vance. 1967. 7p. $1.00.

#35. Current Information Sources for Community Planning: Periodicals and Serials, by Leah Aronoff. 1967. 68p. $5.00.

#36. An Individual Review of Current Planning Literature, by Prof. John W. Dyckman. 1967. 18p. $2.00.

#37. Content Analysis for City Planning Literature, by Prof. Albert Z. Guttenberg. 1967. 18p. $1.50.

#38. The Metropolitan Region: A Selective Bibliography, by Prof. Donald L. Foley. 1968. 9p. $1.50.

#39. The Metropolitan Social Inventory: Procedures for Measuring Human Well-Being in Urban Areas, by Melvin Schneidermeyer. 1968. 8p. $1.50.

#40. The Journey to Work, Selected References 1960-67, by the Staff of the Transportation Center Library, Northwestern University. 1968. 8p. $1.50.

#41. The Role of Urban Planning in the Residential Integration of Middle Class Negroes and Whites, by Lewis Bolan. 1968. 6p. $1.50.

#42. Computers and Information Systems in Planning and Related Government Functions, by Dorothy Tucker. 1968. 21p. $3.00.

#43. Regional Planning and Development in Developing Countries, with Emphasis on Asia and the Middle East, by Prof. Gideon Golany. 1968. 15p. $2.00.

#44. Portugeuse Planning and Architecture on the Sea Route to the Orient (a series of case studies of Santa Monica, Bahia, Luanda, Mocambique, Mombasa, Goa, Malacca and Macao compiled between 1952 1967), by Prof. Michael Hugo-Brunt. 1968. 53p. $5.00.

#45. Application of Linear Programming to Urban Planning, by James F. McLaughlin. 1968. 4p. $1.00

#46. Housing, Renewal, and Development Bibliography, by Prof. William L. C. Wheaton, William C. Baer, and David M. Vetter. 1968. 44p. $4.50.

#47. National and Regional Planning and Development in the Netherlands, an Annotated Bibliography, by Dr. Gideon Golany. 1968. 38p. $4.00.

#48. Model Cities, by Gary L. Menges. 1968. 13p. $2.00.

#49. The Systems Approach in Urban Administration -- Planning, Management and Operations, by Prof. Kenneth L. Kraemer. 1968. 60p. $5.00.

#50. Metropolitan Organization for Planning, by Cynthia F. Stoots. 1968. 5p. $1.50.

#51. Regional Planning an Introductory Bibliography, by Cynthia F. Stoots. 1968. 5p. $1.50.

#52. Concept of an Optimum Size City, a Selected Bibliography, by Prof. William A. Howard. 1968. 5p. $1.50.

#53. PERT and CPM, a Selected Bibliography, by Maribeth Brennan. 1968. 11p. $1.50.

#54. Geographic Aspects of Urban Planning, a Selected Bibliography, by Prof. William A. Howard. 1968. 8p. $1.50.

#55. Councils of Governments, by Cynthia Stoots. 1968. 6p. $1.50.

#56. City and Regional Planning and Development in Israel, by Dr. Gideon Golany. 1968. 30p. $3.00.

#57. Planning Legislation and Administration, an Annotated Bibliography, by Prof. William L. Goodman. 1968. 13p. $1.50.

#58. Driver Distraction as Related to Physical Development Abutting Urban Streets: An Empirical Inquiry into the Design of the Motorist's Visual Environment, by Leslie S. Pollack. 1968. 4p. $1.00.

#59. Data Bank or Information Systems Publications--with Empahsis on Land Use, by Robert A. Clark. 1968. 10p. $1.50.

#60. An Exploration of the Relationship Between Urban Planning and Human Behavior: Toward the Identification of Professional Responsibilities, by Michael A. Carroll. 1968. 22p. $2.00.

#61. Access to Airports: Selected References, by Jane B. Robbins. 1968. 21p. $2.00.

#62. Survey of Planning Information in Standard Reference Books, by Diane A. Baerwald. 1968. 34p. $3.00.

#63. Industrial Parks and Districts: An Annotated Bibliography, by Kenyon F. Karl. 1968. 14p. $1.50.

#64. Architectural Control in Northwestern Europe, by Sidney Cohn. 1969. 9p. $1.50.

#65. Research on the Journey to Work: Introduction and Bibliography, by James O. Wheeler. 1969. 21p. $2.50.

#66. A Short Bibliography on Megastructures, by Ralph Wilcoxen. 1969. 18p. $2.00.

#67. Computation of Highway Economic Impacts, based on a bibliography by Alan M. Voorhees and Associates, Inc., with review and conclusions by the Colombian Research Corporation for the Instituto Columbiano de Planeacion Integral. 1969. 27p. $2.50.

#68. Nineteenth Century American Public Landscape Design, by Ian R. Stewart. 1969. 20p. $2.00.

#69. Remote Sensing of the Urban Environment, by Prof. William A. Howard. 1969. 6p. $1.50.

#70. Modernization and Urbanization: Existing and Potential Relationships in the 'Third World,' by Gerald Breese. 1969. 49p. $5.00.

#71. State Planning in the United States, by Louis C. Violi. 1969. 27p. $2.50.

#72. Consumer Participation in Comprehensive Health Planning, by William Boothe, Mary Alice Beetham and Marvin Strauss. 1969. 7p. $1.50.

#73. The Roles of the Professional Planner in the Model Cities Program, compiled by Carl Patton. 1969. 17p. $1.50.

#74.-75. An Interdisciplinary Approach to Regional Planning (Part I. General References. Part II. Connecticut River Basic Planning), prepared under the direction of Julius Gy. Fabos. 1969. 103p. $8.00.

#76. Citizen Participation in Planning by Mrs. Julia Ledyard, with a Preface by Mr. Harold V. Miller. 1969. 14p. $1.50.

#77. History of Human Settlements and Urban Design from the Early Ages to the End of the 19th Century, by Gideon Golany, 1969. 51p. $5.00.

#78. Passenger Transportation Planning and Design, by Dr. John W. Dickey. 1969. 16p. $1.50.

#79. Historic Preservation: A Bibliography, by Gary L. Menges. 1969. 61p. $5.00.

#80. Transportation System Synthesis, by Dr. John W. Dickey, 1969. 17p. $1.50.

#81. Traffic Control Systems for Urban Areas, by Dr. John W. Dickey. 1969. 21p. $1.50.

#82. Housing - Health Relationships: An Annotated Bibliography, by Charles W. Barr. 1969. 20p. $2.00.

#83. Air Pollution: A Non-Technical Bibliography (Annotated), by Mrs. Mary L. Knobbe. 1969. 9p. $1.50.

#84. A General Booklist on Urban Design, by Roger Montgomery. 1969. 10p. $1.50.

#85. Environmental Reform in the United States: The Populist-Progressive Era and the New Deal, by Albert Z. Guttenberg. 1969. 15p. $1.50.

#86. Annotated Bibliography on the Changing Scope of Urban Planning in the U. S. A., by Robert Heifetz. 1969. 46p. $4.50.

#87. Urban Design as a Public Planning Function: A Bibliography, by James Urbonas. 1969. 15p. $1.50.

#88. Paolo Soleri: A Bibliography, by Ralph Wilcoxen, 1969. 24p. $2.00.

#89.-90. Urban Australia and New Zealand: A Selected Bibliography to 1966, by Gerald Breese. 1969. 110p. $8.00.

#91. Systemic Planning: An Annotated Bibliography and Literature Guide, by Anthony James Cantanese. 1969. 13p. $1.50.

#92. Selected References on Land Use Planning, by Robert A. Clark. 1969. 16p. $1.50.

#93. An Annotated Bibliography on Environmental Perception with Emphasis on Urban Areas, by James D. Harrison. 1969. 41p. $4.00.

#94. Films on Community Affairs: Urban and Rural, by Carolyn H. Kitterman. 1969. 60p. $6.00.

#95. Policy Formulation in Comprehensive Health Planning, by Marvin Strauss. 1969. 6p. $1.50.

#96. Urbanization in Regional Development: A Selected Bibliography, by Dr. Gerald Hodge, Department of Urban and Regional Planning University of Toronto. 1969. 12p. $1.50.

#97. Planning for Environmental Quality, by George Hagevik, Department of Urban Planning and Public Development, Rutgers - The State University. 1969. 12p. $1.50.

#98.-99. Mass Transit, by John W. Dickey, the Center for Urban and Regional Studies, Virginia Polytechnic Institute. 1969. 96p. $8.00.

#100. Planning for Locational Change in the Delivery of Medical Care: A Selected Bibliography, by Kenneth E. Corey, Ph.d., Associate Professor of Community Planning and Geography in the Graduate Department of Community Planning and Howard A. Stafford, Ph.D., Professor of Geography and Head of the Department of Geography University of Cincinnati. 1969. 11p. $1.50.

#101. Current Trends in Planning and Their Effect on Planning Literature, by Jerome L. Kaufman, Associate Director-Research, American Society of Planning Officials. 1969. 6p. $1.50.

#102. Bibliography of Periodicals for the Health Planner, by Marvin Strauss, Director, Health Planning Program and Leah Aronoff, Assistant Professor of Community Planning. Graduate Department of Community Planning, University of Cincinnati. 1969. 9p. $1.50.

#103. Interlocal Cooperation: A Selected Bibliography, by Cynthia F. Stoots, Associate Planner, Indiana Department of Commerce, Division of Planning. 1969. 11p. $1.50

#104. Local Residential Mobility: A Selected and Annotated Bibliography, by Robert E. Daniel, Department of Urban Planning, University of Illinois, Urbana. 1969. 14p. $1.50.

#105. Urban Growth Strategies of Nations: A Comparative Analysis, by Lloyd Rodwin, Visiting Professor, College of Environmental Design, University of California, Berkeley. 1969. 18p. $2.00.

#106. The Escape from Power: Politics in the American Community (A monograph and selected bibliography), by Dr. Herbert Gamberg, Department of Sociology and Anthropology, Dalhousie University, Halifax, N. S. 1969. 62p. $6.00.

#107. The Aesthetics of Zoning--Social and Economic Aspects, by Sophie Mitrisin, Department Supervising Librarian, New York City, Department of City Planning. 1969. 9p. $1.50.

#108. Of Souterrains and Submersibles (Thesis abstract and bibliography), by Barry Fegan Will, Department of Architecture, University of Queensland, St. Lucia, Australia. 1969. 7p. $1.50.

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